



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Contract Position
(Individual will not be a State of Delaware Employee)

Announcement Number AOC0601N12

PROJECT MANAGER – DELAWARE COURTS AUTOMATION PROJECT

Apply By: June 22, 2012

Contract Rate: \$80 - 90 per hour, up to 37.5 hours per week, which will be paid on a monthly basis; contract will expire one year after commencement, with contract renewal potential.

Location: This position is located in the City of Wilmington or other location in New Castle County, but statewide travel will be required.

Summary of Position:

The Administrative Office of the Courts is an agency within the Judicial Branch of Delaware which provides support services for the Delaware Courts, including automation and technology-related services.

The contract, which will expire one year after commencement, with contract renewal potential, will provide for the services of one full-time Project Manager who will be under the supervision of the State Court Administrator, and who will assist the Judiciary Trial Courts Coordinating Committee "TCCC", providing supervisory and specialized project management expertise to allow for the successful implementation of the Delaware Court Automation Project "DCAP." Primary responsibility of the **DCAP Project Manager** is to lead the DCAP project, including oversight management and support of the Judiciary's automation needs. This includes strategic process re-engineering, development, and tracking of portfolio and project plans, development and implementation of change management plans, oversight of design, resource requirements and assignment, technical development, implementation, and upgrade assessment.

Position will require strong organizational, problem-solving and communication skills, an in-depth knowledge of industry and public sector methodologies for the successful implementation of major projects along with a track record for management and/or specialty. The DCAP Project Manager is highly organized, articulate, and detail-

oriented, has highly developed business acumen, and is comfortable leading and delegating within a cross-functional project team structure.

The DCAP Project Manager reports to the State Court Administrator for direct supervision and to the TCCC for Project deliverables.

Responsibilities

- Full Project Life cycle - Manage a project from initiation through requirements, development, testing, and implementation, including, but not limited to, development or coordination of project plans, managing plan variances, the change control process, and project-related vendor relationships, and coordinating the development of project business requirements.
- Work with TCCC, Functional and Technical leads to design, develop, and continually enhance the information system for the Delaware Judiciary.
- Contracts Management (tracking IT contracts), Financial Management (Project budgets and costs).
- Establish effective communication with user community.
- Collaborate effectively with other agencies, application programmers, and tech Leads, as well as all court representatives.
- Monitor and coordinate activities and oversee deliverables from the technical and functional leads

Minimum Qualifications:

Education:

1. Bachelor's degree and 7 years of project management experience with 3 of those years in a manager capacity or specialization, or 10 years of project management experience with 5 of those years in a manager capacity preferred.
2. Candidate must be able to demonstrate knowledge of development life cycle methodologies, the principles of project management, and the techniques of business process analysis and reengineering.

Experience:

3. Candidate must have working knowledge in preparation of project planning and life cycle methodologies.
4. Candidate must have knowledge and experience with business process improvement methodologies.
Position requires the ability to communicate and coordinate between multiple project teams and assist in conflict resolutions.

Accountability:

5. Successful candidate is expected to work in a self-motivated environment with clear accountability of the staff they will be supervising and/or for whom they will be coordinating work product.

6. Candidate is directly responsible for decisions in day-to-day project management, budget oversight, and all aspects of project management, including supervision of their direct reports. They shall be able to make timely decisions after a thorough evaluation of the facts.
7. Position is responsible for the leadership of the information technology project teams engaged in the project and for effectively supervising any staff and/or varying classifications of employees, including other management level personnel.

Complexity and Scope:

8. Candidate must be able to lead/assist diverse teams through the project methodology and provide leadership when needed.
9. Candidate must ensure standards are being met as project milestones are completed.
10. Candidate must be a team player since position requires extensive collaboration.
11. Candidate must be able to lead a team of project leads and managers to meet all assigned deliverables.
12. Candidate must be skilled in budget preparation and reporting.
13. Position requires the ability to oversee multiple projects, reporting the status of such to the TCCC on a routine basis, and briefing the TCCC in a timely and efficient manner.

Submitting Your Letter of Interest and Resume: Interested individuals should submit a letter of interest and resume no later than June 22, 2012, by any one of the formats listed below:

1. E-mail attachment with the words "DCAP Project Manager" in the subject line to: apps.aoc@state.de.us (preferred method).

2. Fax to: (302) 255-2482, Attention: Human Resources

3. Mail to: Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

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